

ORGANIZATIONAL ISSUANCE

CD40

Internal Relations and
Communications Department

Work Instruction for Historical Function

APPROVING
AUTHORITY

<u>NAME</u>	<u>TITLE</u>	<u>ORG</u>	<u>DATE</u>
_____ Tereasa Washington	Director	CD10	2/05/04

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VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		9/28/99	Baselined OWI
Revision	A	2/29/00	Add Requester and Index Database Requirement
Revision	B	7/18/00	Add Retention Schedules
Revision	C	2/05/04	Removed KSAOC

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1. PURPOSE

The purpose of this Organization Work Instruction (OWI) is to document the process by which Internal Relations and Communications Department (IRCD) conducts the historical function.

2. APPLICABILITY

This instruction applies to all IRCD personnel who collect or disseminate historical data related to MSFC.

3. APPLICABLE DOCUMENTS

- 3.1 - NASA HHR-64, "Research in NASA History."
- 3.2 - CaER Directorate OWI, CD01-OWI-001.
- 3.3 - CaER Directorate Records Management Plan, CD01-OWI-003.
- 3.4 - NASA Records Retention Schedule, NPG 1441.1.
- 3.5 - MSFC Records Management Program, MPG 1440.2.

4. DEFINITIONS

N/A

5. INSTRUCTIONS

Processes include both the collection of historical data and the dissemination of data requested by customers. Candidate data is evaluated for its historical usefulness, processed for retention, indexed and selected for retention. Data is disseminated both on demand to meet immediate customer needs and in packaged formats for general audiences.

5.1 - Identify the nature of customer's input. Determine whether the customer is requesting historical data or providing data for archiving.

5.1.1 - If customer is requesting historical documents, evaluate whether request is relevant to history of MSFC. For

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non-relevant requests refer customer to appropriate external organization.

5.1.2 - Search and review historical index.

5.1.3 - Analyze search results.

5.1.4 - Generate report demonstrating search results.

5.1.5 - Disposition report to customer. Update Requester Database.

5.2.1 - Determine that customer is providing data for archiving.

5.2.2 - Evaluate whether data should be retained.

5.2.3 - Index data.

5.2.4 - Archive data and update Index Database.

5.2.5 - Disregard data not selected for retention.

6. NOTES

Support contractor performs the required functions by following their internal process.

7. SAFETY PRECAUTIONS AND WARNING NOTES

None

8. APPENDICES, DATA, REPORTS, AND FORMS

None

9. RECORDS

9.1 - The Index Database:

This is the Quality Record for the MSFC historical archive and is maintained by the History Record Custodian in CD40. The retention schedule is retain indefinitely in Agency space

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until no longer needed or destroy when 75 years old whichever is longer (NRRS, 1/8B).

9.2 - The Requester Database:

This is the Quality Record for historical reports generated and is maintained by the History Record Custodian in CD40. The retention schedule is to be retained indefinitely in Agency space until no longer needed or destroy when 75 years old whichever is longer (NRRS, 1.8B).

9.3 - This OWI (CD40-OWI-002) is a Quality Record and is maintained by the CD40 Record Custodian in CD40. The retention schedule is destroyed when 2 years old or when no longer needed (NRRS, 1/78D).

10. TOOLS, EQUIPMENT, AND MATERIALS

N/A

11. PERSONNEL TRAINING AND CERTIFICATION

An employee shall be considered qualified to fill the initial position when the individual is hired and successfully completes the three month probationary period.

An employee's qualifications to fulfill increased responsibilities within the same organization shall be determined by the individual's supervisor based on the employee's past performance and the supervisor's judgement of the employee's capabilities.

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12. FLOW DIAGRAM

